

START

Meeting Minutes
 Special Topic: Tri-Party Agreement Implementing
 Procedures Focusing on EII Manual
 August 15, 1989, Room G-53, Federal Building, Richland, Washington

From: R.K. Stewart

Bob Stewart

To: Meeting Attendees

L. Goldstein, WDOE
 G.R. Chiaramonte, SWEC/IT
 C. Cline, WDOE
 P.T. Day, EPA
 D. Jones, WHC
 M.R. Adams, WHC
 W.H. Price, WHC
 J. Lucas, WHC
 C.K. Kasch, DOE-RL
 D. Lacombe, PRC
 T.M. Wintczak, WHC
 S. Moist, WHC
 J.A. Rivera, WHC
 K.R. Fecht, WHC
 J. Broderick, DOE-RL
 R.L. Walker, DOE-RL
 R.R. LaBarge, PNL
 K.M. Thompson, DOE-RL
 W. Staubitz, USGS
 E. Pimentel, PRC
 R. Wojtasek, WHC

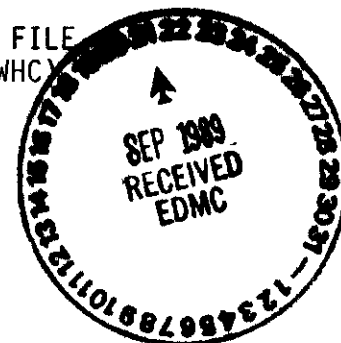
cc: R.D. Izatt, Director, DOE-RL/ERD

E.A. Bracken, Chief, Policy and
 Permits Branch, DOE-RL/ERD

R. D. Freeberg, Chief, Restoration
 Branch, DOE-RL/ERD

H.E. McGuire, Manager,
 Environmental Programs, WHC

ADMINISTRATIVE RECORD FILE
 (Care of Susan Wray, WHC)



The subject meeting was held in response to Action Item # 11EM1.13 for the 1100-EM-1 Unit Managers Meeting of July 14, 1989. The subject meeting was held to review and discuss internal and EPA comments on the technical adequacy of the procedures documented in WHC-CM-7-7, Environmental Investigation and Site Characterization Manual. The issue is pertinent to all operable units and all investigation work done performed in support of the Tri-Party Agreement.

The purpose of the meeting was to discuss WHC's proposed approach to development and implementation of procedures. The discussion included the planned scope and use of the EII manual and the generalized schedule for implementation of the proposed strategy. The afternoon session was devoted to disposition of the EPA/Ecology comments on the first draft of the EII manual.

A meeting summary including action items is given in Attachment 1. The meeting agenda are given in Attachment 2. Attachment 3 provides the attendance "sign-in" list. Hard copies of the viewgraphs presented at the meeting are given in Attachment 4, 5, and 6.

Attachment # 1

Meeting Summary

Special Topic: Tri-Party Agreement Implementing
Procedures Focusing on EII Manual

August 15, 1989, Room G-53, Federal Building, Richland, Washington

1. An overview of WHC's proposed approach for developing implementing procedures was presented by Rick Wojtasek. Copies of the overhead viewgraphs presented are given in Attachment 4. The presentation included an explanation of the document hierarchy in response to an EPA question.
2. The planned scope of the EII manual was presented by Mel Adams. Copies of the overhead viewgraphs are given in Attachment 5.
3. The schedule for rework of the EII manual was presented by Bill Price. The reworked manual will be available for EPA/Ecology review by the end of November, 1989. New procedures to be included were listed. Copies of the overhead viewgraphs presented are given in Attachment 6.
4. WHC proposed that the EII manual become a DOE document. An issue was raised regarding the clearance process for such a document and its revisions.

Action # ST3.1: Bob Stewart will investigate whether the clearance process can be streamlined should the EII manual become a DOE manual.

5. Copies of the revised EII Manual incorporating DOE comments was provided to EPA/Ecology.
6. The mechanisms for issuance and review of the EII manuals were discussed.

Agreement: The current revision of the EII manual will be given to EPA/Ecology as an information copy. All future revisions will be submitted as controlled copies. Individual procedures to be written or modified in the next revision to the EII manual will be submitted for EPA/Ecology review as they are generated. Comments will be returned on individual procedures as they are reviewed.

Action # ST3.2: WHC is to add EPA/Ecology to the controlled distribution of EII manuals as follows:

- Three copies to EPA (one each to Paul Day, Ward Staubitz, and Emily Pimentel)
 - Three copies to Ecology, all to be sent to Roger Stanley.
7. An issue was discussed regarding separation of procedures into two categories - those which "affect the quality of data generated" and those which do not.

Agreement: Procedures will be placed in separate sections of the EII manual according to those which "affect the quality of data generated" and those which do not. Only those procedures in the "quality affecting" category will be reviewed by EPA/Ecology.

Action # ST3.3: WHC will produce a list of procedures judged to be "affecting quality of data." EPA will produce a similar list. Both lists will be discussed at the time of the next UM meeting or PM meeting before agreeing on a final list.

Action # ST3.4: At the September UM meetings, WHC is to highlight what procedures will be needed for that OU before work can begin.

8. The target level of detail for the EII procedures was discussed. EPA commented that the level of detail given in PNL's soil gas and geophysical procedures is about right. WHC stated that the level of detail required would be dependent upon the topic.

9. EPA comments on the EIIs were discussed and agreements were reached on the disposition of each comment.

Action # ST3.5: 1. WHC will formally document the disposition responses agreed to at the August 15 special topics meeting. The documented responses will be available within two weeks.

2. WHC will incorporate the EPA/Ecology comments into the next revision to the EIIs due by the end of November, 1989. [Note: It is anticipated that comments will be addressed within revisions to individual procedures before this date].

10. EII procedures developed to date are primarily focused on chemical contaminants (for 1100-EM-1). An issue was discussed regarding sampling and archiving for mixed wastes.

Action # ST3.6: WHC will evaluate procedures relating to sampling and archiving for mixed wastes. Issues such as the use of plastic vs. glass containers, holding times, and sample volumes will be addressed. Bill Price will coordinate this action item.

AGENDA

Special Topic Meeting: Tri-Party Agreement Implementing Procedures,
Focusing on Environmental Investigation and Site Characterization Manual

9:00 - 3:30, April 15, 1989
Federal Building, Room G53

9:00 Introduction - Bob Stewart, DOE

9:10 Proposed Approach to Development and Implementation of Procedures for
Tri-Party Agreement Work at Hanford - Rick Wojtasek, WHC

9:40 Planned Scope and Use of the Environmental Investigations and Site
Characterization Manual (EII Manual) [Includes Proposal for Other
Hanford Contractors/Subcontractors] - Mel Adams, WHC

10:10 Generalized schedule for implementation of strategy - Bill Price, WHC
(Includes Revision Incorporating DOE Comments)

BREAK

10:40 Discussion of EPA comments on EII Manual (Major Topics, Issues) - Bill
Price/Fred Roeck/Karl Fecht, WHC

LUNCH

1:00 Preliminary Disposition of EPA/Ecology Comments - Sharon Moist, WHC

3:15 Summary of Agreements and commitments

3:30 ADJOURN

8/4/89
Bob Stewart

Implementing Procedures, Focusing on EII Manual

Attendance List

8/15/89

Name	Organiz	Phone
* Bob Stewart		
* Jerry Chiramonika	SWEC/IT	6-7824
* Jerry Jo HARRISON	SWEC/IT	916-1402
* DAVID MYERS	SWEC/IT	6-0969
* Jon Lucas	Westinghouse	6-2789
* KARL R FECHT	WHC/Geosciences	6-0940
M. J. ADAMS	WHC/ENV WHC.	6-8361
* Wm Price	WHC/Env. Field Services	3-5723
T. W. Wintzack	WHC/ER Prog.	6-0902
RD M. J. ASERK	WHC/ER Prog.	6-7000
* LARRY GROSSMAN	Ecology	206-438-7018
* Chuck Cline	Ecology	(206) 438-7556
DAVE JONES	WHC/EQA	376-8557
C. K. KASCH	DOE-RL/QA	376-5183
* R. J. Miller	DOE-RL/QA	
* S. L. MOIST	WHC/EFS	373-5547
J. A. Rivera	WHC/EA	376-1449
John Braden	DOE-ERD	376-4997
Wanda K. Edwards	DOE-ERD	376-4997
* K. Michael Thompson	DOE/RL	376-6421
* Paul Day	EPA Reg. 10	376-6623
* Emily Pimentel	PRC	415 543-4880
* Donna Lacombe	PRC	505 662-3832
* Ward Staebitz	USGS	206 593 6510
Roger Freeberg	DOE-RL/ERD	

* Denotes attendance at both morning & afternoon session. All others attended only morning session



Westinghouse
Hanford Company

ENVIRONMENTAL DIVISION

HANFORD TECHNICAL PROCEDURES TRI-PARTY AGREEMENT

RICHARD D. WOJTASEK

WE'RE MAKING SURE ...



SITUATION

- ❑ **EPA/WDOE want detailed Hanford Technical Procedures.**
- ❑ **WHC, PNL, KEH, HEHF are responsible for different aspects of Hanford work.**



GOAL



To have common site-wide technical procedures which contain the minimum requirements applicable to TPA work.



OBJECTIVE



To have a set of cleared, publicly available technical procedures from all Hanford contractors that can be used and referenced in Environmental Work Plans.



APPROACH

- ☐ **Work Plans would identify minimum technical requirements for TPA work.**
- ☐ **Work Plans would identify, by reference, the technical procedures necessary to do work.**
 - Referenced technical procedures would be amended as necessary to meet specific work plan requirements**



APPROACH CONTINUED

- ☐ **Establish Task Force to identify list of those technical procedures required to support TPA work.**
 - **Categorize listed procedures by technical work area, i.e.,**
 - ✓ **Groundwater Monitoring**
 - ✓ **Well Drilling**
 - ✓ **Sampling**
 - ✓ **Sample Analysis**
 - ✓ **Data Management**



IMPLEMENTATION

- ☐ **Schedule meeting with affected Environmental Division Level III managers.**
 - **Obtain agreement on proposed approach**
 - **Establish conceptual method for developing Hanford TPA technical procedures list**
- ☐ **Present proposed approach to Environmental Management Board.**
- ☐ **Obtain WHC Senior Management review and approval.**



IMPLEMENTATION CONTINUED

Environmental Management Board to obtain agreement from affected Hanford contractors to establish a site-wide Task Force which will:

- ☐ **Identify all existing WHC, PNL, KEH, etc., technical procedures applicable to TPA work.**
- ☐ **Identify and consolidate redundant procedures as appropriate.**
- ☐ **Identify TPA work activities for which no technical procedures presently exist.**



IMPLEMENTATION CONTINUED

- ☐ **Assign responsibilities for:**
 - **Preparation of missing technical procedures and/or for completion/revision of incomplete or incorrect procedures**
 - **Clearing listed technical procedures for external release**
 - **Maintaining configuration control of listed technical procedures**

Attachment 5

**PROCEDURES FOR ENVIRONMENTAL INVESTIGATIONS
AND SITE CHARACTERIZATION ACTIVITIES**

**M. R. ADAMS
WESTINGHOUSE HANFORD COMPANY
AUGUST 1989**

**SCOPE OF ENVIRONMENTAL INVESTIGATIONS AND
SITE CHARACTERIZATION MANUAL**

- o THE MANUAL FOR FIELD INVESTIGATION WORK FOR RCRA AND CERCLA SITES AT HANFORD**
 - ALSO APPLICABLE TO UST, SITE BASELINE, HERBICIDE/PESTICIDE, AND SIMILAR WORK**
- o APPLIES TO WESTINGHOUSE HANFORD COMPANY, PACIFIC NORTHWEST LABORATORIES, KAISER ENGINEERS HANFORD, HEHF, AND SUBCONTRACTOR EFFORTS**
- o COVERS ALL TECHNICAL ASPECTS OF FIELD WORK**
- o FILLS OBJECTIVE OF A SINGLE HANFORD PROCEDURE MANUAL FOR SITE ENVIRONMENTAL INVESTIGATIONS**
- o PROVIDES CONSISTENT QUALITY ASSURANCE FOR ALL PARTIES INVOLVED IN SITE INVESTIGATION WORK AT HANFORD**

**CURRENT USE OF ENVIRONMENTAL INVESTIGATIONS AND
SITE CHARACTERIZATION MANUAL**

- o INITIAL FOCUS OF MANUAL HAS BEEN VADOSE ZONE CHARACTERIZATION**
- o INSTRUCTIONS INTENDED TO APPLY TO ALL OPERABLE UNITS**
 - LEVEL OF DETAIL COMMENTS RESULTED**
- o FOR SPECIFIC TECHNIQUES (E.G., SOIL GAS, SURFACE GEOPHYSICS) PROTOCOLS/PROCEDURES HAVE BEEN PROCURED FROM PACIFIC NORTHWEST LABORATORIES, KAISER ENGINEERS HANFORD**
 - APPROVED BY WESTINGHOUSE HANFORD COMPANY ENVIRONMENTAL ENGINEERING AND QUALITY ASSURANCE**
 - CLEARED AS VENDOR DOCUMENTS**
- o FIELD WORK AT 1100-EM-1 HAS PROVIDED TEST OF INITIAL PROCEDURES**
 - ADDITIONAL PROCEDURAL NEEDS**
- o FIELD NECESSITY RESULTED IN MANAGEMENT DIRECTIVES TO COVER ITEMS UNTIL PROCEDURE CAN BE DEVELOPED**
 - DRUM LABELING PRIOR TO WASTE DESIGNATION**
 - PROJECT FILES (RECORD MANAGEMENT PROCEDURE NOW IN EII)**

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PLANNED USE OF ENVIRONMENTAL INVESTIGATIONS AND SITE CHARACTERIZATION MANUAL

- o FOCUS OF MANUAL WILL EVOLVE TO COVER ALL TECHNICAL ASPECTS OF FIELD WORK;
 - SURFACE GEOPHYSICS
 - SOIL GAS SURVEYS
 - BIOTIC SURVEYS (PRESENTLY COVERED)
 - SURFACE WATER SAMPLING
 - VADOSE ZONE CHARACTERIZATION (PRESENTLY COVERED)
 - AIR MONITORING
 - GROUNDWATER CHARACTERIZATION (PRESENTLY COVERED)
 - DOWNHOLE GEOPHYSICS (PRESENTLY COVERED, WILL BE EXPANDED TO ADDITIONAL METHODS)

- o RELEVANT PROCEDURES IN OTHER WESTINGHOUSE HANFORD COMPANY MANUALS WILL EITHER BE CLEARED AND REFERENCED IN EII MANUAL OR PLACED IN EII MANUAL
 - RADIATION SURVEYS

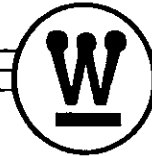
- o RELEVANT KAISER ENGINEERS HANFORD PROCEDURES WILL EITHER BE CLEARED AND REFERENCED IN EII MANUAL OR PLACED IN EII MANUAL

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**PLANNED USE OF ENVIRONMENTAL INVESTIGATIONS AND
SITE CHARACTERIZATION MANUAL (CONTINUED)**

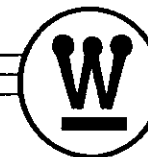
- o PROCEDURES FOR SPECIAL TECHNIQUES (E.G., SOIL GAS, SURFACE GEOPHYSICS) AT A LEVEL APPLICABLE TO ALL OPERABLE UNITS WILL BE DEVELOPED AND PLACED IN EII MANUAL**
 - FUNDING IS PLANNED EARLY FISCAL YEAR 1990**
 - SITE SPECIFIC PROTOCOLS FOR SPECIFIC OPERABLE UNITS WILL BE PROCURED AS REQUIRED FROM VARIOUS CONTRACTORS, APPROVED AND PLACED IN EIIs AS DEVIATIONS FROM OR ADDENDUM TO GENERIC PROCEDURES**
 - o ALLOWS FLEXIBILITY TO USE CONTRACTORS WITH DIFFERENT EQUIPMENT OR METHODOLOGIES WHILE IMPOSING BASIC STANDARDS FOR WORK**
- o SIMILAR MANUAL WILL BE DEVELOPED FOR REMEDIAL INVESTIGATIONS**
- o MANUAL(S) SHOULD BE DOE COVER AND NUMBER IN EXISTING FORMAT; ADMINISTERED BY WHC**

Attachment # 6

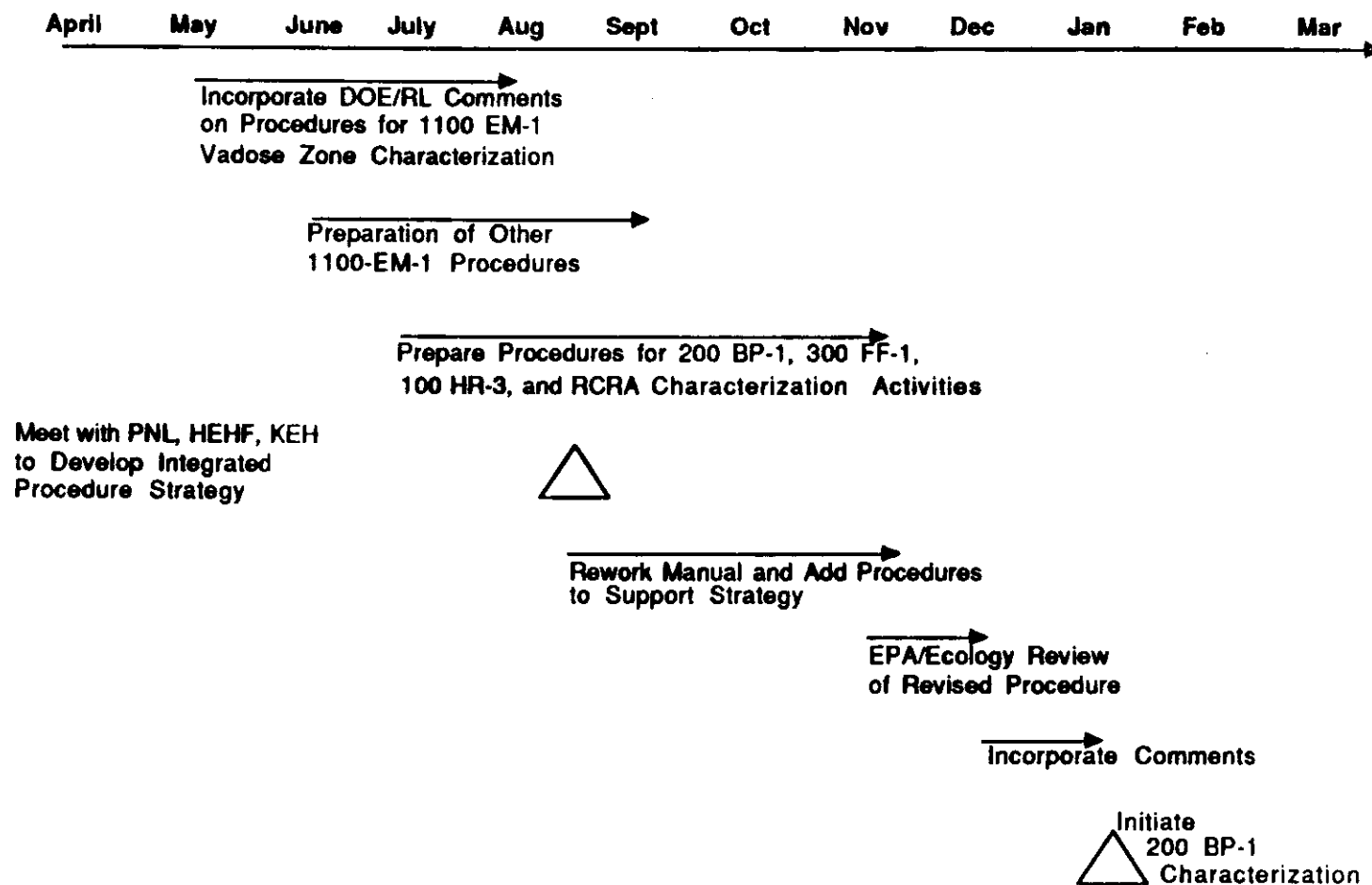


**GENERALIZED SCHEDULE
FOR
IMPLEMENTATION OF STRATEGY**

**AUGUST 15, 1989
BILL PRICE**



SCHEDULE FOR IMPLEMENTATION OF PROCEDURE STRATEGY FOR HANFORD SITE FIELD CHARACTERIZATION ACTIVITIES



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OVERVIEW OF PROCEDURE STATUS

ALL WHC PROCEDURES REQUIRED TO SUPPORT VADOSE ZONE CHARACTERIZATION OF THE 1100-EM-1 WILL BE SUPPLIED BY APRIL 3, 1989.

ADDITIONAL PROCEDURES WILL BE AVAILABLE FOR REVIEW UPON COMPLETION AND PRIOR TO INITIATION OF ANY WORK ACTIVITY.



Environmental Investigation Instructions

Status

Number	Procedure Title/Topic	3/24/89 Status
EII 1.2	Preparation and Revision of Environmental Investigation Instructions	In Clearance
EII 1.4	Deviation from Environmental Investigation Instructions	In Clearance
EII 1.5	Field Log Books	In Clearance
EII 1.6	Records Management	In Review
EII 1.7	Indoctrination, Training, and Qualification	In Clearance
EII 2.1	Preparation of Health and Safety Plans	In Clearance
EII 2.2	Dosimetry	In Clearance
EII 3.1	User Calibration of Measurement and Test Equipment (Health/Safety)	In Clearance
EII 4.1	Nonradioactive Hazardous Waste Disposal	In Clearance
EII 5.1	Chain of Custody	In Clearance
EII 5.2	Soil and Sediment Sampling	In Clearance
EII 5.3	Biotic Sampling	In Clearance
EII 5.4	Field Decontamination of Drilling Equipment	In Clearance
EII 5.5	Decontamination of equipment for RCRA/CERCLA Sampling	In Clearance
EII 5.6	Gross Gamma Geophysical Logging	In Review
EII 5.7	Hanford Geotechnical Library Control (sampling archiving)	In Clearance
EII 6.2	Groundwater Monitoring Well Technical Inspection	In Revision
EII 6.3	Preparation of Groundwater Monitor Well Construction Specifications	In Clearance
EII 9.1	Geologic Logging	In Clearance
EII 10.1	Aquifer Testing	In Preparation
EII 10.2	Groundwater Level Monitoring	In Clearance
EII XX	Well Development	In Preparation
EII 10.3	Disposal of Well Construction Development Waters (purgewater disposal)	In Review

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1100 EM-1 VADOSE ZONE CHARACTERIZATION PROCEDURES

- o REVIEW COMMENTS RECEIVED FROM DOE-RL,
STONE & WEBSTER, IT, HAZWRAP, ARGONNE
NATIONAL LABORATORY**
 - 1. LEVEL OF DETAIL INSUFFICIENT**
 - 2. REQUIREMENTS MISSING**
 - 3. NO REFERENCES**
 - 4. PROCEDURES MISSING**

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**1100 EM-1 VADOSE ZONE
CHARACTERIZATION PROCEDURES (CONT.)**

ITEMS 1 & 2 - COMMENTS HAVE BEEN INCORPORATED

ITEM 3 - IS BEING WORKED AT WHC COMPANY LEVEL

**ITEM 4 - ADDITIONAL PROCEDURE TO SUPPORT ALL
HANFORD SITE FIELD CHARACTERIZATION
ACTIVITIES ARE BEING PREPARED**



Environmental Investigation Instructions

Status

Number	Procedure Title/Topic	8/15/89 Status
EII 1.2	Preparation and Revision of Environmental Investigation Instructions	Issued/Cleared
EII 1.4	Deviation from Environmental Investigation Instructions	Issued/Cleared
EII 1.5	Field Log Books	Issued/Cleared
EII 1.6	Records Management	Issued/Cleared
EII 1.7	Indoctrination, Training, and Qualification	Issued/Cleared
EII 2.1	Preparation of Health and Safety Plans	Issued/Cleared
EII 3.1	User Calibration of Measurement and Test Equip. (Occupational Health Monitoring)	Issued/Cleared
EII 3.2	Use of Health and Safety Instruments	In Preparation
EII 3.3	Calibration Coordination	In Preparation
EII 4.1	Nonradioactive Hazardous Waste Disposal	Issued/Cleared
EII 4.2	Interim Control of Unknown Waste	In Preparation
EII 5.1	Chain of Custody	Issued/Cleared
EII 5.2	Soil and Sediment Sampling	Issued/Cleared
EII 5.3	Biotic Sampling	In Preparation
EII 5.4	Field Decontamination of Drilling Equipment	Issued/Cleared
EII 5.5	Decontamination of Equipment for RCRA/CERCLA Sampling	Issued/Cleared
EII 5.6	Control of Geophysical Logging	Issued/Cleared
EII 5.7	Hanford Geotechnical Library Control (sampling archiving)	Issued/Cleared
EII 5.8	Groundwater Sampling	In Preparation
EII 5.9	Soil - Gas Sampling	In Preparation
EII 5.10	Sample Numbering	In Preparation
EII 5.11	Sample Packaging and Shipping	In Preparation
EII 6.1	Activity Report of Field Operations	Issued/Cleared

[illegible]

INTEGRAL PROCEDURE STRATEGY

- o DOE DOCUMENT ADMINISTERED BY WHC**
- o DOE/WHC TO DEVELOP PROCEDURE FORMAT**
- o DOE/WHC TO DEVELOP REVIEW APPROVAL REQUIREMENTS**
- o CONTRACTORS DEVELOP PROCEDURES WITHIN THEIR UNIQUE AREAS OF EXPERTISE**